

Crawley Borough Local Plan Review PAS Toolkit Part 3 Local Plan Process

July 2023

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
Stage A: Navigating the process of reviewing Local Plan policies						
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	Authority's monitoring report Crawley GOV Continual Monitoring of the effectiveness of the adopted Local Plan and against the SA/SEA targets. Local Plan Review evidence base overview Crawley GOV Relevant and proportionate evidence updates carried out to support Local Plan policy reviews and updates.
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 33	Y	<ul style="list-style-type: none"> ● Local Development Scheme 	The adopted Local Plan (2015) was reviewed at Full Council in 2020. The Local Plan Review commenced in 2018. However, it has been subject to significant delays outside of the council's control, due to changes in National Policy following legal decisions in relation to Gatwick Airport, and because of the unexpected and unique issue of water neutrality in relation to the Habitats Regulations. The Local Plan timetable has been kept under review and a realistic programme was published at the earliest opportunity. The Local

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						Plan Review has subsequently progressed in accordance with the published Local Development Scheme. Local Development Scheme Crawley GOV
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) T&CP Regulation 10A	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Statement of Community Involvement 	The Statement of Community Involvement was updated in June 2020. It has been reviewed ahead of each stage of Publication consultation to ensure it remains fit for purpose. Statement of Community Involvement Crawley GOV
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council's scheme of delegation	Y	<ul style="list-style-type: none"> ● The Council's scheme of delegation 	Decisions have been made in accordance with the council's constitution and scheme of delegation. The procedures for approval of planning documents at different stages is set out in Appendix 2 of the Local Development Scheme. Agenda for Constitution on Wednesday, 31st May, 2023 - Crawley Borough Council Library folder - Crawley Borough Council Local Development Scheme Crawley GOV (Appendix 2)

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5.	L	<p>Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)? 	<p>T&CP Regulation 10A</p> <p>NPPF para 33</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) ● Baseline technical data 	<p>Agenda item - Submission Crawley Local Plan 2021-2037 – Cabinet – 25 November 2020 (Recommendation 2) - Crawley Borough Council</p> <p>Crawley 2015 2030 Adopted Local Plan five year policy assessment.pdf</p> <p>Agenda item - Recommendation 2 – Crawley Borough Local Plan Review: Publication and Submission - Crawley Borough Council</p>
Stage B: Scoping and preparing for your policies update						
6.	L	<p>Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages</p>	<p>P&CPA Part 2</p> <p>T&CP Regulation 18</p> <p>NPPF Para 16</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement 	<p>The update of the Statement of Community Involvement was undertaken in accordance with the procedures.</p> <p>Statement of Community Involvement Crawley GOV</p>

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		of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?				
7.	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	<p>P&CPA Section 18</p> <p>T&CP Regulation 10A</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	<p>The update of the Statement of Community Involvement was approved by the Head of Economy and Planning, in consultation with the Portfolio Holder for Planning and Economic Development. A Significant Operational Decision was published on 30 June 2020 in accordance with the council's scheme of delegation.</p> <p>Statement of Community Involvement Crawley GOV</p>
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	<p>A draft Local Plan document was published as part of the early engagement consultation. This included a series of consultation questions to help aid consideration of the options and feedback.</p> <p>Key document and the most updated evidence at that time was published alongside the Local Plan.</p> <p>Local Plan early engagement Crawley GOV</p>
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme 	<p>The Authority's Monitoring Report has monitored the implementation of policies within the adopted Local Plan, and highlighted solutions for improving this where there appears to be</p>

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					<ul style="list-style-type: none"> ● Authority Monitoring Report 	<p>any concerns. For a limited number of these the Local Plan Review was considered to be the most beneficial solution.</p> <p>The Local Plan programme is set out in the Local Development Scheme. This has been maintained throughout the process, to provide the most realistic information.</p> <p>Local Development Scheme Crawley GOV</p>
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	<p>The Local Plan update is set out in Section 2 of the council's LDS. Pages 14-15 of the LDS, set out the SA.</p> <p>Document Profile 1 sets the process timetable for the Local Plan and SA production.</p> <p>Local Development Scheme Crawley GOV</p>
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	<p>Statement of Community Involvement Crawley GOV</p> <p>The SCI confirms the statutory bodies will be consulted as part of the Local Plan preparation process.</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>The Duty to Cooperate Statement sets out the Statutory Consultees in Appendix A</p>

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12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>A draft Local Plan document was published as part of the early engagement consultation. This included a series of consultation questions to help aid consideration of the options and feedback.</p> <p>Key document and the most updated evidence at that time was published alongside the Local Plan.</p> <p>Strategic Matters are identified in the Duty to Cooperate Statement which has been published and updated at each stage of the Local Plan programme.</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/1.%20Submission%20Crawley%20Borough%20Local%20Plan%202024-2040%20May%202023.pdf (paragraphs 1.27-1.33)</p>
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>The Duty to Cooperate Statement sets out the Statutory Consultees, Prescribed Bodies and any others the council consider appropriate to engage with on strategic cross-boundary matters in Appendix A.</p>

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14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	P&CPA Section 20 and Section 33A NPPF para 27 and para 35	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf The Duty to Cooperate Statement has been prepared, published and updated at each stage of the Local Plan programme, records the progress made throughout the Local Plan Review process (since the 2015 Local Plan's adoption) in relation to effective engagement.
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<ul style="list-style-type: none"> ● Any relevant local authority reports and decisions 	Decisions have been made in accordance with the council's constitution and scheme of delegation. The three Publication Stages of Regulation 19 consultation were carried out following the Local Plan being considered by Overview and Scrutiny Committee, Cabinet and Full Council, with all reports and documents published in line with the council's requirements. In addition, the Local Plan has been considered internally through the council's Senior Management Team meetings, Cabinet Briefings, Member's Local Plan Working Group meetings and All Members' Seminars.

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16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32</p>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>The SA/SEA Scoping report was published alongside the Local Plan Early Engagement consultation.</p> <p>This was built upon to develop the Regulation 19 consultation SA/SEA.</p> <p>PUB353178.pdf (crawley.gov.uk)</p> <p>3. Sustainability Appraisal SA.SEA Report May 2023.pdf (crawley.gov.uk)</p>
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and 	<p>The Statutory Bodies were specifically notified of the Local Plan consultation and links provided directly to the SA/SEA at each stage of formal consultation (including early engagement)</p> <p>3. Sustainability Appraisal SA.SEA Report May 2023.pdf (crawley.gov.uk)</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix 2 Early engagement representations 0.pdf</p>

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					any responses from, the bodies	https://crawley.gov.uk/sites/default/files/2021-01/Appendix 4 Initial publication representations.pdf https://crawley.gov.uk/sites/default/files/2023-03/Consultation%20Statement%20Appendix%206%20-%20Additional%20Consultation%20Representations.pdf Appendix 8: Further Publication Consultation Representations
Stage C: Developing the update to your local plan policies						
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 and Section 20		<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	The council’s AMR sets out, and keeps updated, the baseline information regarding implementation of the Local Plan and against the SA/SEA targets. Technical baseline evidence has been commissioned and/or prepared in-house to inform the Local Plan Review (update of the adopted Local Plan) and set out in supporting documents. This is published on the website in clear topic-specific webpages. Authority's monitoring report Crawley GOV Local Plan Review evidence base: topic papers Crawley GOV Local Plan Review evidence base: development strategy Crawley GOV Local Plan Review evidence base: wellbeing and communities Crawley GOV

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						Local Plan Review evidence base: economic growth and social mobility Crawley GOV Local Plan Review evidence base: housing Crawley GOV Local Plan Review evidence base: environmental sustainability Crawley GOV
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>A draft Local Plan document was published as part of the early engagement consultation. This included a series of consultation questions to help aid consideration of the options and feedback. Key documents and the most updated evidence at that time was published alongside the Local Plan. This included the early draft Duty to Cooperate Statement.</p> <p>The Duty to Cooperate Statement has been prepared, published and updated at each stage of the Local Plan programme, records the progress made throughout the Local Plan Review process (since the 2015 Local Plan’s adoption) in relation to effective engagement.</p> <p>On-going engagement has taken place throughout the preparation of the Local Plan, outside of formal public consultations. The details of these is set out in the Duty to Cooperate Statement, including all of the meetings and agreements/ key outcomes.</p> <p>The progress in relation to Duty to Cooperate has been published annually in the Authority’s Monitoring Report.</p>

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						https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf Local Plan Review evidence base: development strategy Crawley GOV (Statements of Common Ground)
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34	Y	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Representations and engagement received throughout the Local Plan Review process have been considered in the preparation of the Local Plan. PUB353176.pdf (crawley.gov.uk) https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF Planning policy for traveller sites, DCLG August 2015	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The update of the Gypsy, Traveller and Travelling Needs Assessment has been undertaken in accordance with national policy. PUB353176.pdf (crawley.gov.uk) 1. Submission Crawley Borough Local Plan 2024-2040 May 2023.pdf (Policy H8) https://crawley.gov.uk/sites/default/files/2023-05/20.%20Gypsy%20Traveller%20and%20Travelling%20Showpeopl

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						e%20Accommodation%20Needs%20Assessment%20draft%20May%202023.pdf
22.	L	<p>Have you considered plan production processes set out within the NPPF, including:</p> <ul style="list-style-type: none"> • Plan making provisions set out in section 3 – para 15-37 • Considering transport issues at the earliest stages of plan production – para 104 • Aligning strategies and investments – para 106 • Considering changes in the demand for land – para 122 • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 141 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161 • Allocating land with the least environmental value – para 175 	NPPF	Y	<ul style="list-style-type: none"> • Evidence based documents • First draft plan • Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The Local Plan Review has been prepared following the NPPF plan production processes (as set out in Toolkits 3 and 4).</p> <p>Local Plan early engagement Crawley GOV</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix 2 Early engagement representations 0.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>Local Plan Review evidence base: environmental sustainability Crawley GOV</p>

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23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	<p>P&CPA Section 13 and Section 35</p> <p>T&CPA Regulation 34</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal ● Authority Monitoring Report ● Reports or documents setting out the appraisal and monitoring framework 	<p>The Local Plan Review has been influenced by the continual monitoring of the implementation of the adopted Local Plan. It is supported by a Monitoring and Implementation Framework.</p> <p>Paragraphs 1.34-1.37 of the Submission Local Plan (May 2023) set out the Local Plan review triggers.</p> <p>3. Sustainability Appraisal SA.SEA Report May 2023.pdf (crawley.gov.uk)</p> <p>Authority's monitoring report Crawley GOV</p> <p>Monitoring and implementation (crawley.gov.uk)</p>
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>		<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>A Habitats Regulations Assessment Report including Appropriate Assessment has been undertaken and published. The HRA has been consulted on at every stage of formal public consultation.</p> <p>PUB353179.pdf (crawley.gov.uk)</p> <p>2019 Early Engagement Scoping Report</p> <p>https://crawley.gov.uk/sites/default/files/2021-02/Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202020.pdf</p> <p>2020 Initial Publication Screening Report</p>

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						https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202021.pdf 2021 Additional Publication Draft HRA Report https://crawley.gov.uk/sites/default/files/2023-01/Habitats%20Regulations%20Assessment%20report%20January%202023_0.pdf 2023 Further Publication HRA Report
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Natural England has been consulted at each stage of the HRA preparation (including outside the formal public consultation stages) and their comments have been taken into account in its preparation. https://crawley.gov.uk/sites/default/files/2021-01/Appendix_2_Early_engagement_representations_0.pdf https://crawley.gov.uk/sites/default/files/2021-01/Appendix_4_Initial_publication_representations.pdf https://crawley.gov.uk/sites/default/files/2023-03/Consultation%20Statement%20Appendix%206%20-%20Additional%20Consultation%20Representations.pdf Appendix 8: Further Publication Consultation Representations

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26.	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>PUB353179.pdf (crawley.gov.uk) 2019 Early Engagement Scoping Report</p> <p>https://crawley.gov.uk/sites/default/files/2021-02/Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202020.pdf 2020 Initial Publication Screening Report</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202021.pdf 2021 Additional Publication Draft HRA Report</p> <p>https://crawley.gov.uk/sites/default/files/2023-01/Habitats%20Regulations%20Assessment%20report%20January%202023_0.pdf 2023 Further Publication HRA Report</p> <p>9. Joint Topic Paper Water Neutrality May 2023.pdf (crawley.gov.uk) Water Neutrality Topic Paper</p>
27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	<p>3. Sustainability Appraisal SA.SEA Report May 2023.pdf (crawley.gov.uk)</p>

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28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010		<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Equalities Impact Assessment 	<p>3. Sustainability Appraisal SA/SEA Report May 2023.pdf (crawley.gov.uk)</p> <p>Equalities Impact Assessment and Health Impact Assessment is combined into the SA/SEA</p>
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36		<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	<p>https://crawley.gov.uk/sites/default/files/2023-05/1.%20Submission%20Crawley%20Borough%20Local%20Plan%202024-2040%20May%202023.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>Completed Toolkit Part 2 and Toolkit Part 4.</p>
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)	Y	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission 	The Local Plan is accompanied by a fully comprehensive Local Plan Map, which provides the site boundaries for land use designations and allocations, covered by the Local Plan. Where required, it also shows designations from the West Sussex Minerals and Waste

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		If yes, have you prepared a submission policies map?			policies map is not required	Plans. It will also be provided in an interactive format similar to that of the adopted Local Plan. Within the Local Plan, each relevant policy is supported by an extract of the Local Plan Map, showing the allocations or designations relating to that policy. https://crawley.gov.uk/sites/default/files/2023-05/2.%20Local%20Plan%20Map%20A0%20January%202023%20%28low%20res%20v2%29.pdf
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4)	Y	<ul style="list-style-type: none"> Local Plan and relevant background papers 	Joint Minerals Local Plan (westsussex.gov.uk) Waste Local Plan (westsussex.gov.uk)
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)	Y	<ul style="list-style-type: none"> Local Plan 	Supersedes whole adopted Local Plan CRAWLEY 2029 (Adopted Local Plan 2015 – 2030) 1. Submission Crawley Borough Local Plan 2024-2040 May 2023.pdf (paragraphs 1.1 – 1.3)
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24		<ul style="list-style-type: none"> Letter from Mayor of London/ Mayoral Development Corporate Local Plan and relevant 	N/A

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					background papers	
Stage D: Consulting and engaging on the policies update						
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Decisions have been made in accordance with the council's constitution and scheme of delegation. The initial early engagement stage of consultation was agreed through the council's delegations to Head of Service, in consultation with Cabinet Member, as set out in Appendix 2 of the LDS.</p> <p>The three Publication Stages of Regulation 19 consultation were carried out following the Local Plan being considered by Overview and Scrutiny Committee, Cabinet and Full Council, with all reports and documents published in line with the council's requirements. In addition, the Local Plan has been considered internally through the council's Senior Management Team meetings, Cabinet Briefings, Member's Local Plan Working Group meetings and All Members' Seminars.</p> <p>Local Development Scheme Crawley GOV (Appendix 2 – delegated to Head of Service, in consultation with Cabinet Member)</p>
35.	L	Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain?	P&CPA Section 20 and Section 33A	Y	<ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The Duty to Cooperate Statement has been prepared, published and updated at each stage of the Local Plan programme, records the progress made throughout the Local Plan Review process (since the 2015 Local Plan's adoption) in relation to effective engagement.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> ● The specific consultation bodies that may have an interest; ● The general consultation bodies that the authority consider appropriate; ● Residents or other persons carrying on business in the area as considered appropriate; and ● Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 	<p>T&CP Regulation 18</p> <p>NPPF Para 16, 24-27, and 35</p>		<ul style="list-style-type: none"> ● Consultation Statement ● Copies of consultation notifications ● Records of discussion 	<p>The Duty to Cooperate Statement sets out the Statutory Consultees, Prescribed Bodies and any others the council consider appropriate to engage with on strategic cross-boundary matters in Appendix A.</p> <p>On-going engagement has taken place throughout the preparation of the Local Plan, outside of formal public consultations. The details of these is set out in the Duty to Cooperate Statement, including all of the meetings and agreements/ key outcomes.</p> <p>The progress in relation to Duty to Cooperate has been published annually in the Authority’s Monitoring Report.</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix_1_Early_engagement_consultation_materials.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix_3_Initial_publication_materials.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-02/Consultation%20statement%20appendix%205%20-%20Additional%20consultation%20materials.pdf</p> <p>Appendix 7: Further Publication Consultation Materials</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> Follows the principles set out in your adopted Statement of Community Involvement; Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19</p> <p>NPPF Para 27 and 35</p>	Y	<ul style="list-style-type: none"> Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement 	<p>Consultation at each stage has been in accordance with the SCI. This is set out in the Consultation Statement. The Duty to Cooperate Statement has been prepared, published and updated at each stage of the Local Plan programme, records the progress made throughout the Local Plan Review process (since the 2015 Local Plan’s adoption) in relation to effective engagement. It has been shared in draft form with the Prescribed Bodies ahead of each publication.</p> <p>https://crawley.gov.uk/sites/default/files/2020-07/Statement%20of%20Community%20Involvement%20%28SCI%29%20June%202020.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf</p>
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> The individuals or bodies invited to make representations; How this was done; The main issues raised; and In preparation of Stage E (and to be completed in Stage E as outline 	<p>P&CPA Section 19</p> <p>T&CPA Regulation 17, 18, 19 and 22</p> <p>NPPF Para 16, 24-27, and 35</p>		<ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement 	<p>The Consultation Statement includes details of who was consulted and how and the main issues raised, as well as setting out the verbatim comments received.</p> <p>The council’s topic papers explain how the Local Plan policies have evolved due to evidence and feedback through the consultations.</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix 1 Early engagement consultation materials.pdf</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		below) how the main issues have been addressed in the local plan policies update.				https://crawley.gov.uk/sites/default/files/2021-01/Appendix_3_Initial_publication_materials.pdf https://crawley.gov.uk/sites/default/files/2023-02/Consultation%20statement%20appendix%205%20-%20Additional%20consultation%20materials.pdf Appendix 7: Further Publication Consultation Materials Local Plan Review evidence base: topic papers Crawley GOV
38.	L / PM	Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed? <ul style="list-style-type: none"> ● Sustainability Appraisal; and ● Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	P&CPA Section 19 and Section 39 The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The Conservation of Habitats and Species Regulations	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The SA and HRA has been consulted on at every stage of formal public consultation. Local Plan early engagement Crawley GOV Local Plan publication consultations and representations Crawley GOV https://crawley.gov.uk/sites/default/files/2020-07/Statement%20of%20Community%20Involvement%20%28SCI%29%20June%202020.pdf https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf Local Plan Review evidence base overview Crawley GOV

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32		<ul style="list-style-type: none"> ● Consultation Statement 	
Stage E: Developing the submission version of the policies update						
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 and Section 20		<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	<p>The evidence base has been kept under continual review. Updates have been commissioned/ undertaken when appropriate – including Viability, Economic Growth, SFRA, Transport Modelling sensitivity testing, Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment.</p> <p>Where evidence hasn’t been updated – this is due to a review concluding it remains proportionate and fit-for-purpose.</p> <p>When new evidence is finalised, it has been published immediately to the webpage, rather than waiting for a specific formal stage of public consultation. All new evidence is advertised and made available for comment and information as part of the consultations.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf Local Plan Review evidence base: topic papers Crawley GOV Local Plan Review evidence base: development strategy Crawley GOV Local Plan Review evidence base: wellbeing and communities Crawley GOV Local Plan Review evidence base: economic growth and social mobility Crawley GOV Local Plan Review evidence base: housing Crawley GOV Local Plan Review evidence base: environmental sustainability Crawley GOV
40.	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the</p>	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) 	<p>The council's topic papers explain how the Local Plan policies have evolved due to evidence and feedback through the consultations.</p> <p>Local Plan early engagement Crawley GOV</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB353178.pdf</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB353179.pdf</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>			<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>Local Plan publication consultations and representations Crawley GOV</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB354561.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-02/Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202020.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Sustainability%20Appraisal%20January%202021.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202021.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/3.%20Sustainability%20Appraisal%20SA_SEA%20Report%20May%202023.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-01/Habitats%20Regulations%20Assessment%20report%20January%202023_0.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2020-07/Statement%20of%20Community%20Involvement%20%28SCI%29%20June%202020.pdf</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf Local Plan Review evidence base overview Crawley GOV Authority's monitoring report Crawley GOV
41.	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	<p>P&CPA Section19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	<p>The SA/SEA has been prepared and published alongside the Local Plan at every stage of the public consultations. The relationship between the Local Plan and the SA/SEA is set out in paragraphs 1.20 – 1.23 of the Local Plan and in Appendix A, and in the SA/SEA document.</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB353178.pdf 2019 Early Engagement SA/SEA Scoping</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB354561.pdf 2020 Initial Publication SA/SEA Report</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Sustainability%20Appraisal%20January%202021.pdf 2021 Additional Publication SA/SEA Report</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/3.%20Sustainability%20Appraisal%20SA.SEA%20Report%20May%202023.pdf 2023 Further Publication SA/SEA Report</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>A Habitats Regulations Assessment Report including Appropriate Assessment has been undertaken and published. The HRA has been consulted on at every stage of formal public consultation.</p> <p>Representations received from Natural England as part of the Further Publication Consultation confirm they concur with the findings of the HRA.</p> <p>https://crawley.gov.uk/sites/default/files/documents/PUB353179.pdf 2019 Early Engagement HRA Scoping</p> <p>https://crawley.gov.uk/sites/default/files/2021-02/Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202021.pdf 2020 Initial Publication HRA Scoping</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Draft%20Habitats%20Regulations%20Assessment%20of%20Crawley%20Local%20Plan%20January%202021.pdf 2021 Additional Publication HRA Draft Report (and Appropriate Assessment)</p> <p>https://crawley.gov.uk/sites/default/files/2023-01/Habitats%20Regulations%20Assessment%20report%20January%202023_0.pdf 2023 Further Publication HRA Report</p>
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	Equalities Impact Assessment and Health Impact Assessment is combined into the SA/SEA

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						https://crawley.gov.uk/sites/default/files/2023-05/3.%20Sustainability%20Appraisal%20SA.SEA%20Report%20May%202023.pdf 2023 Further Publication SA/SEA Report (combined SA/SEA/EIA/HIA)
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan ● Relevant correspondence 	The Consultation Statement confirms how representations received in the early engagement stage of the Local Plan preparations were taken into account. The Duty to Cooperate Statement details how Strategic issues raised by prescribed bodies and other partner organisations have influenced the Local Plan preparation. The council’s topic papers explain how the Local Plan policies have evolved due to evidence and feedback through the consultations. https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf (Section 2) https://crawley.gov.uk/sites/default/files/2021-01/Appendix 2 Early engagement representations 0.pdf (Appendix 2: Early Engagement Representations) https://crawley.gov.uk/sites/default/files/2023-05/Duty%20to%20Cooperate%20Statement%20May%202023%20%28low%20res%29.pdf (Duty to Cooperate Statement) Local Plan Review evidence base: topic papers Crawley GOV

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 75 T&CPA Regulation 17, 18 and 22	Y	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	<p>This has been set out in the Submission Letter and a specific Planning News Alert was published to confirm this. This is set out in Appendix 7: Further Publication Consultation Representations.</p> <p>The Housing Supply Topic Paper provides the details.</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/13.%20Topic%20Paper%204%20Housing%20Supply.pdf</p>
46.	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	NPPF paras 11, 74 and 75	Y Y	<ul style="list-style-type: none"> ● Local Plan 	<p>The Housing Trajectory is set out in the Local Plan (pages 313 – 316).</p> <p>The Local Plan provides for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (set by the Local Plan).</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/1.%20Submission%20Crawley%20Borough%20Local%20Plan%202024-2040%20May%202023.pdf</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
Stage F: Independent examination and adoption						
47.	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Decisions have been made in accordance with the council's constitution and scheme of delegation. The three Publication Stages of Regulation 19 consultation were carried out following the Local Plan being considered by Overview and Scrutiny Committee, Cabinet and Full Council, with all reports and documents published in line with the council's requirements. In addition, the Local Plan has been considered internally through the council's Senior Management Team meetings, Cabinet Briefings, Member's Local Plan Working Group meetings and All Members' Seminars.</p> <p>Agenda for Full Council on Wednesday, 22nd February, 2023, 7.30 pm - Crawley Borough Council</p> <p>Agenda item - Recommendation 2 – Crawley Borough Local Plan Review: Publication and Submission - Crawley Borough Council</p> <p>New report template – explanatory notes (crawley.gov.uk)</p> <p>(Public Pack)Minutes Document for Full Council, 22/02/2023 19:30 (crawley.gov.uk)</p>
48.	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Y	<ul style="list-style-type: none"> Report or record of decisions 	The Notification of Publication of the Local Plan was published on the website and in the local papers. An email alert was sent out to all those signed up to the council's planning news updates.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>New report template – explanatory notes (crawley.gov.uk)</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf (May 2023 version – section 5)</p> <p>https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20notification%20of%20publication%202023.pdf</p> <p>Appendix 7: Further Publication Consultation Materials</p>
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> ● the proposed submission documents ● the statement of the representations procedure ● statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>	T&CPA Regulations 19 and 35	Y	<ul style="list-style-type: none"> ● Statements and record of where and when documents were made available ● Consultation Statement 	<p>The Notification of Publication of the Local Plan was published on the website and in the local papers. An email alert was sent out to all those signed up to the council’s planning news updates.</p> <p>https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20notification%20of%20publication%202023.pdf</p> <p>Appendix 7: Further Publication Consultation Materials</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf (May 2023 version – section 5)</p>
50.	L	Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):	T&CPA Regulation 19(b)	Y	<ul style="list-style-type: none"> ● Consultation Statement 	<p>The Notification of Publication of the Local Plan was published on the website and in the local papers. An email alert was sent out to all those signed up to the council’s planning news updates.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> • A copy of each of the proposed submission documents; and • the statement of the representations procedure 			<ul style="list-style-type: none"> • Evidence of notifications (email) 	<p>https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20notification%20of%20publication%202023.pdf</p> <p>Appendix 7: Further Publication Consultation Materials</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf (May 2023 version – section 5)</p>
51.	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of the representations procedure; and • where and when the documents can be inspected 	<p>T&CPA Regulation 19(b)</p>	Y	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	<p>The Notification of Publication of the Local Plan was published on the website and in the local papers. An email alert was sent out to all those signed up to the council’s planning news updates.</p> <p>https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20notification%20of%20publication%202023.pdf</p> <p>Appendix 7: Further Publication Consultation Materials</p> <p>https://crawley.gov.uk/sites/default/files/2023-05/5.%20Consultation%20Statement%20May%202023.pdf (May 2023 version – section 5)</p>
52.	L	<p>Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?</p>	<p>P&CPA Section 24</p> <p>T&CPA Regulation 21</p>		<ul style="list-style-type: none"> • Copy of letter 	N/A

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
Getting ready for submission to PINS						
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021			
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)			<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	(Public Pack)Minutes Document for Full Council, 22/02/2023 19:30 (crawley.gov.uk)
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	<p>P&CPA Section 20(3)</p> <p>T&CPA Regulation 22(1)(e)</p>			<p>Updated Consultation Statement July 2023 (Sections 3, 4, 5, and 6)</p> <p>Appendix 8: Further Publication Consultation Representations</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix_4_Initial_publication_representations.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2021-01/Appendix_4b_Wilky_Group_appendices_combined.pdf</p> <p>https://crawley.gov.uk/sites/default/files/2023-03/Consultation%20Statement%20Appendix%206%20-%20Additional%20Consultation%20Representations.pdf</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
56.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2021	Y		https://crawley.gov.uk/sites/default/files/2021-01/Appendix_4_Initial_publication_representations.pdf (2020 Initial Publication Representations Tables) https://crawley.gov.uk/sites/default/files/2023-03/Consultation%20Statement%20Appendix%206%20-%20Additional%20Consultation%20Representations.pdf (2021 Additional Publication Representations Table) Appendix 8: Further Publication Consultation Representations
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) T&CPA Regulation 22(1)(g)	Y	● Submission documents / Examination library	Examination Library: Local Plan Review evidence base overview Crawley GOV https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20examination%20library.pdf
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	● Submission documents / Examination library	https://crawley.gov.uk/sites/default/files/2023-07/Local%20Plan%20examination%20library.pdf
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website	General Data Protection			

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2021			
60.	L	Have you prepared a statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account 	P&CPA Section 20 (3) T&CPA Regulation 22(1)(c)	Y	<ul style="list-style-type: none"> • Consultation statement 	Updated Consultation Statement July 2023
61.	L	Have you prepared a statement giving: <ul style="list-style-type: none"> • the number of representations made under Regulation 22 • a summary of the main issues raised OR	P&CPA Section 20(3) T&CPA Regulation 22(1)(c)		<ul style="list-style-type: none"> • Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the 	Updated Consultation Statement July 2023 Appendix 8: Further Publication Consultation Representations https://crawley.gov.uk/sites/default/files/2021-01/Appendix 4 Initial publication representations.pdf

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> Stating that no representations were made 			Consultation statement	https://crawley.gov.uk/sites/default/files/2021-01/Appendix 4b Wilky Group appendices combined.pdf https://crawley.gov.uk/sites/default/files/2023-03/Consultation%20Statement%20Appendix%206%20-%20Additional%20Consultation%20Representations.pdf
62.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2021			<p>To be agreed with the Planning Inspector via the Programme Officer.</p> <p>All documents are available in hard copy in the Town Hall and Crawley Library.</p>
Submission to PINS						
63.	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> the Final ‘consultation statement’ supplemented by or 	<p>P&CPA Section 20(1) and 20(3)</p> <p>T&CPA Regulations 22</p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p>			

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>incorporating the documents consultation required under Regulation 22(1)</p> <ul style="list-style-type: none"> ● The Sustainability Appraisal ● Copies of representations ● ‘Supporting documents’ <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> ● An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur; ● The LPA’s current Local Development Scheme; ● In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). 				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> It is also helpful if the LPA provide an Equalities Impact Assessment 				
64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	T&CPA Regulation 22(3) and 35(1)(b)			
65.	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> notification that the documents submitted to PINS are available for inspection 	T&CPA Regulation 22(3)(b)		<ul style="list-style-type: none"> Copies of correspondence 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> ● details of where and when they can be inspected 				
66.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c)		<ul style="list-style-type: none"> ● Copies of correspondence 	
67.	L	<p>If examination hearings are being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> ● published the time and place of the examination and the name of the person appointed to carry out the examination on your website? ● notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>P&CPA Section 20</p> <p>T&CPA Regulations 24 and 35</p>		<ul style="list-style-type: none"> ● Website 	
68.	L	Have you asked the Inspector to recommend ‘main modifications’ (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.	See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021		<ul style="list-style-type: none"> ● Schedule of proposed main modifications 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			P&CPA Section 20 (7C)			
69.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>		<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Equalities Impact Assessment ● Habitats Regulations Assessment screening report 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			Equality Act 2010			
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		<ul style="list-style-type: none"> Adoption Statement 	